

## South Muskham/Little Carlton Parish Council

### Minutes of the Annual Parish Council Meeting held on Wednesday 16 May 2018 at 7.30pm in the Village Hall, South Muskham

**Membership:** Councillor Mrs K Carr (Chairman)  
Councillors: D Catanach, H Clack, R Gill, Mrs S Gannon, Mrs G Gilroy, and Mrs K Walsh

Also present for part of the meeting, County Cllr B Laughton  
Cllr Mrs S Saddington attended the Parish Meeting

1.18/19	<p><b>Election of Chairman &amp; Declaration of Acceptance</b> Cllr Clack stood down as Chairman and, having reported his intention not to stand again in next year's Local Elections, he proposed that it would be more appropriate for another member of the Parish Council to take on the role of Chairman at this time. He therefore removed himself from consideration, and indeed he wished to propose Cllr Mrs K Carr to take on the role. No other names having been put forward, this proposal was seconded by Cllr Mrs Gilroy, and it was <b>AGREED</b> that, if willing, Cllr Mrs Carr be appointed as Chairman for the year 2018-19. This was unanimously supported and Cllr Mrs Carr accepted and formally signed the Acceptance of Office as Chairman (to be filed in the Minute Book).</p> <p>On behalf of the Parish Council, and also personally, Cllr Mrs Carr wished to record her thanks to Cllr Clack for his service over many years as Chairman of the Parish Council. In particular his commitment, support and encouragement for the benefit of the Parish was very much appreciated, by his fellow Councillors and also local residents, who he was always keen to talk with, and to help, whenever possible. Cllr B Laughton, and everyone present, supported these views and congratulated Howard for a job well done.</p>	MBook				
2.18/19	<p><b>Election of Vice-Chairman</b> No other nominations having been received for the role of Vice-Chairman, the Chairman proposed and it was unanimously <b>AGREED</b> that Cllr Mrs S Gannon be asked to take on the role of Vice-Chairman. Cllr Mrs Gannon formally accepted this position.</p>					
3.18/19	<p><b>An Apology for Absence</b> was received and accepted from Cllr D Catanach</p>					
4.18/19	<p><b>Declarations of Interest</b> Subject to the following declarations of pecuniary interest under Minute 18. in respect of the 2017-18 Chairman's Allowance, and re-imbursement of approved expenses to the Parish Clerk, no other declarations of interest were received</p>					
5.18/19	<p><b>Dates of Meetings</b> It was <b>AGREED</b> that meetings would continue to be held bi-monthly on the third Wednesday at 7.30pm in the Village Hall and confirmed that the dates for 2018-19 were scheduled as follows</p> <table style="margin-left: 40px;"> <tr> <td><b>2018</b></td> <td>18 July, 19 September, 21 November</td> </tr> <tr> <td><b>2019</b></td> <td>16 January, 20 March</td> </tr> </table> <p>Subject to the date of the 2019 Local Elections, the next Annual Parish Meeting, 7pm start, followed by the Annual Parish Council Meeting was likely to take place on 15 May 2019</p>	<b>2018</b>	18 July, 19 September, 21 November	<b>2019</b>	16 January, 20 March	ALL
<b>2018</b>	18 July, 19 September, 21 November					
<b>2019</b>	16 January, 20 March					
	<p><b>Public Session</b> <b>Village Hall Matters</b> The Clerk reported on a recent email from Hazel Hall, and the good news that her second application to the National Lottery had been successful and the Village Hall would receive the full amount requested of £9936, which would cover cost of improvements to the LED lighting, acoustic panels in the small hall, and a covered walkway at the main entrance. This was excellent news and Hazel was applauded for all her efforts and hard work.</p>					

	<p>All present were pleased to hear that Hazel was recovering well from recent surgery. Hazel's regular presence at Parish meetings was very much missed. Everyone wished to send their warmest best wishes for a speedy return to good health, and it was agreed that flowers should be sent. (Chairman's Allowance)</p> <p>A reminder was made of the free entry event on Bank Holiday Monday, 28 May 2018 to celebrate three years since the completion of the Hall refurbishment scheme.</p> <p><b>Councillor Mrs Sue Saddington</b>  Cllr Mrs Sue Saddington had attended the earlier Annual Parish Meeting, and Parish Councillors warmly congratulated her on her well-deserved appointment as Chairman of Nottinghamshire County Council for the current year. Cllr Saddington had stated that she was very much looking forward to her term of office and warmly welcomed both Parish Councillors, the Clerk and, indeed, all residents of the Parish to join her at the Civic Service to be held on the afternoon of Sunday 24 June at Southwell Minster (3pm, to be seated by 2.45pm). She would be ensuring that this would be a happy, 'toe-tapping', occasion which she hoped everyone would enjoy. Light refreshments would be served following the Service and to facilitate these arrangements confirmation of names of anyone attending should be made by email to <a href="mailto:sarah.ashton@nottsc.gov.uk">sarah.ashton@nottsc.gov.uk</a> by Monday 18 June 2019.</p> <p>Cllr Laughton gave a brief update on local matters, including the successful completion of the new housing facility in Newark, Gladstone House; the likely success of the PC's Local Improvement Scheme application (subsequently confirmed, see Minute 32.); the concerns of many regarding the current detrimental effects to trade in Newark and frustration for road users; and the anticipated introduction of a new improved product which would reduce problems with regard to pot hole maintenance.</p>	See also Min 36 C
6.18/19	<p><b>MINUTES</b>  <b>AGREED</b> that the Minutes of the meeting held on 21 March 2018 be approved as a correct record and signed by the Chairman.</p>	
<b>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2017-18</b>		
7.18/19	<p><b>Approval of the Statement of Accounts 2017-18</b>  The Council having received and considered the draft audit of accounts for the financial year 1 April 2017 to 31 March 2018, prepared by Barker Maule, unanimously <b>AGREED</b> that the summary Income &amp; Expenditure Account presented and signed by the Responsible Finance Officer (Mrs Slim), and dated 14 May 2018, be approved and signed by the Chairman (Cllr Mrs Carr)</p>	Clerk
8.18/19	<p><b>Certificate of Exemption</b>  The Parish Council considered the provisions under the Accounting Statements (Section 2) of the Annual Governance and Accountability Return (AGAR) which allowed councils with gross expenditure and income below £25000 to certify themselves as exempt from a limited assurance review under Section 9. Of the Local Audit (Smaller Authorities) Regulations 2015 and unanimously <b>AGREED</b> that the Chairman and the Responsible Finance Officer be authorised to sign the Certificate of Exemption. This would be forwarded to the external auditors, PKF Littlejohn.</p>	Clerk
9.18/19	<p><b>Internal Auditor Report</b> Members noted the completion of the Annual Internal Audit Report 2017-18. Members wished to acknowledge the work carried out in this regard by South Muskham resident Mr Lacey.</p>	
10.18/19	<p><b>Annual Audit Return 2017-18 : Governance Statement</b>  In accordance with the requirements of External Audit, the Parish Council considered Section 1. of the Annual Audit Return – the Annual Governance Statement 2017-18 - and unanimously <b>AGREED</b> that the Chairman and Responsible Finance Officer be authorised to complete and sign the documentation as circulated.</p>	

11.18/19	<p><b>Annual Audit Return 2017-18 : Accounting Statements</b></p> <p>Members then considered the information set out in the Annual Audit Return in respect of Section 2. Accounting Statements, signed by the Responsible Finance Officer (14 May 2017) and unanimously <b>AGREED</b> that the Chairman be authorised to complete and sign the documentation as circulated.</p>	
12.18/19	<p><b>Annual Audit Return 2017-18 Additional Reports</b>  <b>Bank Reconciliation &amp; Statement of Variances</b></p> <p>The Parish Council also approved the following additional explanatory information, which forms part of the 2017-18 Annual Audit Return, namely</p> <ul style="list-style-type: none"> <li>• the <b>Bank Reconciliation Statement</b> for the year 2017-18; and the</li> <li>• <b>Schedule setting out any significant Variances</b> in respect of income and receipts last year and the previous year (2017-18).</li> </ul>	
13.18/19	<p><b>Formal Notice of the Period of Inspection.</b> It was noted that the Period of Inspection, when residents had the opportunity to inspect and make copies of the Council's financial records for the year 2017-18, would take place over the four week period <b>Monday 4 June to Friday 13 July 2018.</b></p>	
14.18/19	<p><b>Publication of Accounts, Audit Statements and related Papers</b></p> <p>Details of all the documentation referred to under Minutes 7,8,9,10,11,12, and 13 above would be posted on the Parish Council website, managed by Newark and Sherwood District Council, and the two Village noticeboards. A copy of any of the papers relating to the Audit is available by request to the Parish Clerk (email at <a href="mailto:smlc.parcouncil@gmail.com">smlc.parcouncil@gmail.com</a> or telephone Newark 650667).</p> <p><b>Note:</b> In view of the number of documents involved, the Minutes would be published on the noticeboards as soon as possible and displayed until 31 May; audit information would be in place from Friday 1 June 2018</p>	Clerk
<b>Other Financial Issues</b>		
15.18/19	<p><b>2017-18 payments &amp; income at year end</b></p> <p><b>Payments</b></p> <p>The following cheque payments made after the last Parish Council meeting, but before 31 March 2018, were ratified</p> <p>Chq 100303 £16.92 Waterplus Ltd. Charges for Beckitt Field</p> <p>Chq 100304 cancelled</p> <p>Chq 100306 £54.97 (£45.81+ vat) Ebay (per Cllr Clack) advertising costs Council Mower</p> <p>Chq 100307 £2.50 Petty Cash - Additional payment to re-instate £50 float</p> <p><b>Income</b></p> <p>To note receipt of sale of Council Mower at £500 (Net receipt £458.33 + vat (less Ebay costs)</p>	
16.18/19	<p><b>2018-19 : Expenditure</b></p> <p>The following payment made in advance of this meeting relating to 2018-19 expenditure was ratified:</p> <p>Chq 100305 £70.00 Notts Assn of Local Councils PLA training Cllrs Mrs Carr &amp; Gannon</p> <p>(Note two payments in respect of 2018-19 agreed at March Meeting (Min 88.):</p> <p>Chq 100301 £100.00 to CAB Sherwood &amp; Newark (to note letter of thanks now received)</p> <p>Chq 100302 £107.26 Notts Assn of Local Councils 2018-19 Subscription)</p>	
17.18/19	<p><b>2018-19 Invoices for Payment and Income</b> now received as follows</p> <p><b>Expenditure</b></p> <p>Chq 100308, £250 Notts CC Memorial Donation WW1 Centenary Notts Roll of Honour Memorial Project</p>	

	<p>Chq 100309 £118.14 (£98.45 + vat) Viking, to Mrs C Slim, re-imburement for 3 black &amp; 2 colour printer ink cartridges</p> <p>Chq 100310, £55.00, to Cllr H Clack re. 2017-18 Chairman's Allowance</p> <p>Chq 100311, £9.50 Trent Valley Internal Drainage Board 2018-19 annual charge</p> <p>Chq 100312, £344.31 Came &amp; Co. Insurance cover for 2018-19</p> <p><b>Income.</b> To note receipt of half year Precept (£5037.50) on 20.4.18</p>	
18.18/19	<p><b>Insurance Review</b></p> <p>The current three year agreement coming to an end on 30 May 2018, the Parish Council considered Insurance arrangements for the year commencing 1 June 2018. Quotes had been received from the existing provider, Came &amp; Co. and also Zurich, and the Council unanimously <b>AGREED</b> – on the grounds of cost and also the help and advice received over several years from the existing provider - that the Council should enter into a long term agreement with Came &amp; Company to cover the three years 1 June 2018 to 31 May 2021. The annual premium of £344.31 was made (Minute 18. Above)</p>	
19.18/19	<p><b>National Pay Award</b></p> <p>To consider the application of the recently agreed NJC for Local Government Services pay award providing a 2% increase to salary scale points in both 2018-19 and 2019-20</p>	Clerk
20.18/19	<p><b>Direct debit payment Beckitt Field : Electricity Charges</b></p> <p>An amount of £30.14 (£28.70 + £1.44 VAT) collected by D/D by NPower on 11.5.18 in respect an estimated reading for the period 12.1.18 to 25.4.18</p>	
21.18/19	<p><b>Bank Mandate Cheque Signatories</b></p> <p>A new Mandate was completed to include those present at the meeting, being Cllrs Mrs K Carr, H Clack, Mrs S Gannon, R Gill, Mrs G Gilroy, Mrs K Walsh together with the Parish Clerk (two signatories to sign).</p>	
22.18/19	<p><b>Village Hall Management Committee</b> : Request for financial Aid towards ongoing annual costs of WiFi connection to the Hall was considered and it was <b>AGREED</b> that a sum of £400 be donated to cover initial set up costs for 2018-19, and that related ongoing costs would be supportively considered in future years.</p>	
23.18/19	<p><b>Muskham Magazine.</b> The Parish Council noted proposed changes to charge local groups/organisations, as well as local traders, for news of events; the intention being to then deliver the magazine, free of charge, to all residents. SMLC had been asked to abbreviate the format of Minutes, but it was <b>AGREED</b> that this would be both onerous on the Clerk and also likely to be unproductive to readers. Copies of the full minutes would continue to be posted on the website (NSDC), noticeboards, and to those on the Parish Distribution List.</p>	
<b>POLICIES &amp; PROCEDURES</b>		
24.18/10	<p><b>ANNUAL REVIEW OF STANDING ORDERS AND FINANCIAL REGULATIONS</b></p> <p>The Clerk reported that Notts ALC had recently circulated a copy of current Model Standing Orders, but with other priorities she had not yet reviewed the content. It was <b>AGREED</b> that at the present time no changes were necessary to SMLC Standing Orders and Financial Regulations, but an opportunity be made in the future to compare our policies with the general national provisions.</p>	Note for Future Mtg
25.18/19	<b>GENERAL DATA PROTECTION REGULATIONS 2018</b>	
	<p>A</p> <p><b>Appointment of a Data Protection Officer</b></p> <p>The Parish Council has been informally advised that the House of Commons had accepted a Government amendment to the Data Protection Bill which, once the Bill has been enacted, would exempt all town, parish and community councils from the requirement to appoint a Data Protection Officer. All other requirements of the GDPR would apply and come into force on 25 May 2018.</p>	

	B	The Parish Council considered and <b>AGREED</b> to adopt the <b>Data Map</b> , which set out the likely areas of communication between the Parish Council and others (residents/contractors/public and other bodies). Fortunately this PC retained limited information of a sensitive nature, having no burial or allotment register, for example. However they were required to retain correspondence, such as Minutes/financial records, employment records, including Payroll, and the only specific ongoing contact with residents was via the Parish List – see D. below.	
	C	The Parish Council <b>AGREED</b> to adopt the following Policies and Procedures <ul style="list-style-type: none"> <li>• <b>Data Protection Policy</b></li> <li>• <b>Data Breach Policy</b></li> <li>• <b>Records Retention Policy</b></li> <li>• <b>Subject Access Request Procedure</b></li> </ul> <p>Reference to these Policies would be posted on the Parish Website, the Parish noticeboards and to those on the Parish List, inviting anyone wishing to receive a copy of the paperwork to contact the Parish Clerk.</p>	Clerk
	D	The Parish Council <b>AGREED</b> to adopt <b>Privacy Notices</b> in respect of <ul style="list-style-type: none"> <li>(a) <b>Residents and Members of the General Public;</b></li> <li>(b) <b>Councillors/Staff/Role Holders</b></li> </ul> <p>Privacy Notices (a) and (b) would be posted on the Parish Website (NSDC). Privacy Notice (a) which explained how and why we needed information would be posted on the Parish noticeboards and circulated to those on the Parish List with a note to draw recipients' attention to the new legislation and the need to consider whether they would wish to opt out from receiving future information by email. A note would be posted on the Parish noticeboards regarding Privacy Notice (b).</p>	Clerk
	E	<b>Security Compliance Checklists.</b> The Parish Council considered and <b>AGREED</b> that the Checklists should be completed by all Members of the Parish Council. It was <b>AGREED</b> that, as some of the items listed would require both Councillor time and a cost in respect of the purchase and installation of equipment (to be met by the Parish Council) a time frame for the completion and return of the Checklists be extended to two meetings hence, 19 September 2018.	All
	F	It be <b>NOTED</b> that the Council was already registered as a Data Controller with the Information Commissioner's Office	
	G.	<b>Overall</b> The Parish Council was satisfied that the work carried out to date with regard to the necessary Policies/Procedures and Compliance requirements should meet the underlying purpose of the new Regulations; and it was recorded that all required actions would be expected to be in place by the end of September 2018.  A copy of any of the policies and procedure set out above is available by request to the Parish Clerk (email at <a href="mailto:smlc.parishcouncil@gmail.com">smlc.parishcouncil@gmail.com</a> or telephone Newark 650667).	
26.18/19	<b>Parish Council Use : Electronic Mail</b>		
	A	To further improve the Parish Council compliance with GDPR, the Council considered proposals, prepared by Cllr Mrs Gannon, to adopt a bespoke Parish Council email address, for all Parish Councillors and the Clerk. It was <b>AGREED</b> that Cllr Gannon should progress this initiative, with likely annual cost implications of around £65.	SG

	B	the Council agreed that an agreed Disclaimer Statement should, in future, be included at the bottom of all SMLC electronic correspondence:	Clerk
<b>PLANNING ISSUES</b>			
27.18/19		<b>PLA18/00602/FUL The Grange Gt North Road, South Muskham.</b> Householder application for single storey extension. The Parish Council unanimously <b>AGREED</b> with no objections.	Clerk
28.18/19		<b>PLA18/00851/LDC Garage House, Gt North Road, South Muskham</b> Continue the existing use of the land as residential garden. The Parish Council unanimously <b>AGREED</b> with no objections.	Clerk
<b>ENVIRONMENTAL ISSUES</b>			
29.18/19		<b>Flooding &amp; Drainage Issues</b>	
		<b>Flooding &amp; Drainage.</b> The Chairman reported that no further update had been received. The matters raised would be kept under review.	KC
30.18/19		<b>Update from STWA</b>	
		<b>Bad Odour Problems.</b> In a recent update STW were pleased to advise report that no reports of odour had been received since the previous report (5.10.17) and the monitors had not detected any H2S, giving them the confidence that the dosing in place is working. Monitoring would continue for the time being.	
		<b>Upgrade Pumping Station, Little Carlton</b> Whilst the recent update confirmed that the outstation at South Muskham had been upgraded, no reference was made to a requested upgrade of the Little Carlton pumping station.	KC
31.18/19		<b>Emergency Plan</b>	
		<b>Road Closure Training.</b> The Chairman reported that training had now been set up with necessary authorities on Wednesday 23 May at 6.50pm. This would complete the last stage of the Emergency Plan and the Chairman was grateful for the support of volunteers.	
		<b>Update on LIS Bid</b> Post Minute Note: The good news, reported under the Public Session, that the Parish Council bid for £3400 for the purchase of a generator, together with an independent electricity supply (V Hall) had been successful	
32.18/18		<b>HIGHWAYS ISSUES</b>	
	A	<b>Church Lane Road Improvements.</b> Cllr Clack reported on his recent meeting with VIA and the good news that the whole of Church Lane, from the B6325 to the Level Crossing, had been included in the 2018-19 County Council Capital Schedule for re-surfacing.	
	B	<b>Road Closures</b> <b>Church Lane Crossing closure</b> Please note that the planned closure from 23:30hrs Saturday 26 May to 08:15hrs Sunday 27 May 2018 <b>had now been cancelled.</b> <b>Post Minute Note. Trent Lane, Kelham and Kelham Lane, South Muskham for the whole length</b> to be closed from 08:30 hours on Monday 11 <sup>th</sup> June 2018 to 16:30 hours on Friday 15 <sup>th</sup> June 2018	
	C	<b>PAST (Parishes Against Speeding Traffic).</b> With no updates forthcoming – and no information available from our County Council representative, B Laughton – it was <b>AGREED</b> that this matter be not pursued at this time.	

	D	<b>Signage at Mini Roundabout.</b> Cllr Clack reported that he had, again, failed to convince VIA of the benefits of amending the signage at the mini roundabout to clearly indicate the A1 route, and thus minimise local traffic congestion and drivers taking unnecessary travel.	
	E	<b>Mud on the Gt North Road.</b> Cllr Clack advised that the Piscatorial Society and its contractor, Laffey, had reported that steps were being taken to minimise this ongoing problem.	
	F	<b>Public Footpaths.</b> Cllr Mrs Walsh presented the PC with a detailed ordinance map which Mr Fred Lacey had kindly managed to obtain from NCC. The map was impressive, but too large for our purposes and Cllr Mrs Walsh agreed to ask Mr Lacey if he could edit and detail the actual footpaths in our Parish.	KW
33.18/19	<b>SAFETY &amp; SECURITY ISSUES</b>		
	<b>Defibrillator, Little Carlton</b> Cllr Clack reported that he had again approached the Piscatorial Society for a contribution towards costs. Cllr Mrs K Walsh repeated her previous offer to contribute funds from her annual Open Garden event towards the cost, and it was noted that funds were available in the current Budget. It was <b>AGREED</b> that this matter be included on the next agenda and a decision made.		Next Mtg
34.18/19	<b>OTHER ISSUES : Telephone Kiosk</b> Position as reported at the last meeting; the PC had to await the disconnection of the electricity supply before making use of the Kiosk.		
35.18/19	<b>CORRESPONDENCE RECEIVED</b>		
	A.	<b>Rural Crime Partnership Forum</b> The National Rural Crime Network was currently undertaking its rural crime survey for 2018. Details can be found at <a href="http://www.nationalruralcrimenetwork.net/research/internal/2018survey/">http://www.nationalruralcrimenetwork.net/research/internal/2018survey/</a>	
	B.	<b>Letter from MP re Illegal Traveller Encampments</b> advising that Government consultation had now been launched regarding unauthorised encampments, permanent sites and social issues, eg education and health outcomes, and an increase of powers and practice for police and local authorities. The period of consultation ends 15 June 2018 and our MP is keen to receive the views of all constituents on this matter by email to <a href="mailto:jenrickr@parliament.uk">jenrickr@parliament.uk</a> . The Government welcomes responses via the following link: <a href="https://www.surveymonkey.co.uk/r/NW6G3YD">https://www.surveymonkey.co.uk/r/NW6G3YD</a> .	
	C.	<b>Chairman Notts County Council, Cllr Mrs S Saddington</b> Cllrs Mrs K Carr, Mrs Gilroy and Mrs Gannon would be attending this Service. Details set out under the Public Session.	Clerk
36.18/19	<b>Any Other Business : Appointment of Parish Clerk</b> The Clerk had reported during the earlier Parish Meeting of her intention to resign within the near future. It was <b>AGREED</b> that early consideration should now be given to looking for a suitable replacement, hopefully to include the opportunity for a period of handover.		KC
	<b>Date of Next Meeting :</b> Wednesday 18 July 2018 at 7.30pm, South Muskham Village Hall <b>Meeting Closed 22:10hrs</b>		